

ECONOMY METHOD OF WRITING

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The Year's Motto—To Be Great, Concentrate Book 8

Always Use Both Hands in Turning the Slips

HINTS TO PUPILS

Always replace the Tablet in the envelope and keep envelopes stacked until again used.

Give constant attention to position of body, arms and feet.

Hold the pen loosely, as shown in the cut.

Write the copy, all the copy, nothing but the copy.

Do your best. Do it every time. Practice makes perfect.

Remember that good penmanship is a recommendation.

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CHICAGO

PHILADELPHIA

8-1 The year's motto: To be great, concentrate. This is the year that requires your best thought. Divide the page into thirds, using small check marks, then make sure that your position is healthful and your movement correct before starting your practice. Count by 10's, 1-2-3-4-5-6-7-8-9-10, 20-30-40, etc., up to 100, then repeat. 200 to the minute is the correct rate of speed.



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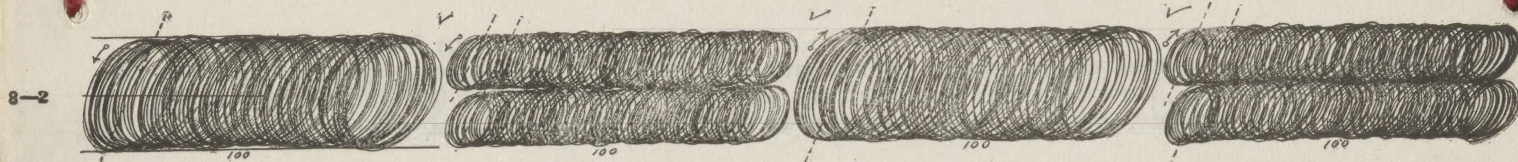
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- 8-2 Divide the page into four equal parts, using small check marks. The count should be regular and rhythmical. Keep the lines smooth and light. Make the exercise two spaces high, then one space. 200 counts a minute. Blot the written line and move up the paper.



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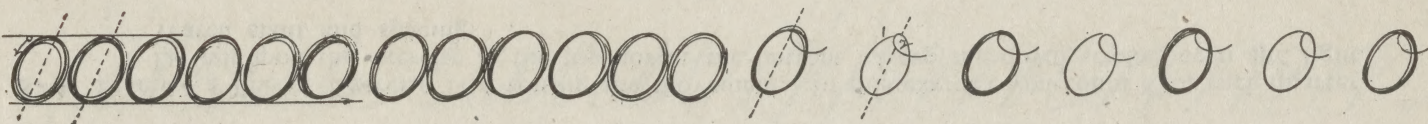
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8-3 Review Exercise 1 before taking up this copy. Count 6 for the retraced oval and make the down lines as light as the up strokes. Alternate the given "O" tracer with the "O", counting 6 for the tracer and 2 for the "O". See if you can make 60 capital "O's" a minute. This letter finishes upward, lifting the pen while in motion.

8-3



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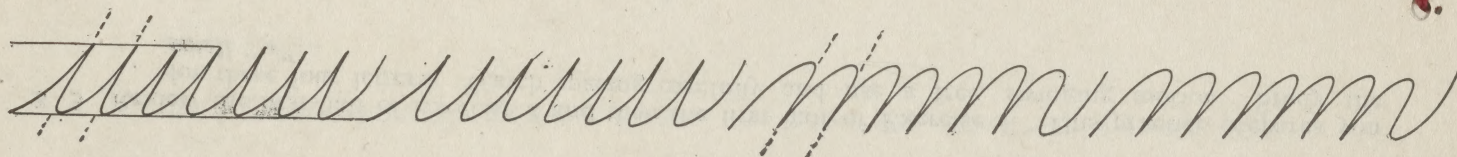
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8-4 Practice a line of Exercise 1 in testing the movement. In this exercise you count 8 for each quarter. Do not loop the exercise at the top nor at the bottom. Keep the down strokes even and light. Watch slant and spacing.

8-4



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8-5 Review the first half of Exercise 2 and then the first half of Exercise 4. This practice prepares you for these four letters. Watch spacing carefully and use a free, swinging motion. Study the small "w".

8-5 *inwe inwe inwe inwe*

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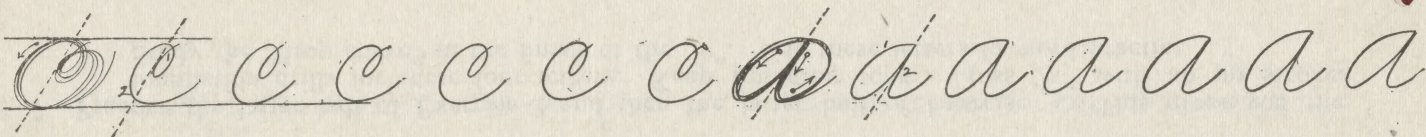
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8-6 Review the first half of Exercise 3 before taking up this copy. Alternate the given "C" tracer with the capital "C" three lines. Count 6 for the tracer and 2 for the "C". Make 60 capitals a minute. Practice "A" in like manner. The last part of capital "A" is similar to small "t" without the cross.

8-6



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8-7 Practice the latter half of Exercise 2 and then the latter half of Exercise 4. This gives you the foundation drills for these four letters. Keep rounding tops. Cross "x" with an up stroke. Study the "drop curve" in the finish of the "v". Use these letters in word practice.

8-7

nm xv nm xv nm xv nm xv

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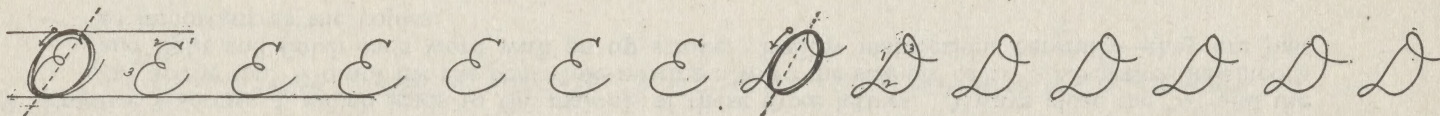
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3-8 Open the lesson with Exercise 1 to develop ease and freedom; then review Exercise 3. Make the "E" tracer to a count of 6 and alternate with the "E". Count 3 for capital "E" and make 45 capitals a minute. Drill on capital "D" in like manner, using same time count.

8-8



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3-9 Practice Exercise 3, which leads to the making of these three letters. Always close the "o" and the "a" at the top. Do not lift the pen while writing a word the size of "cacao". Keep the line smooth and light and finish each word with an up stroke. Follow instructions carefully—they are just as important as the copies.

8-9

cacao oca ocean oca

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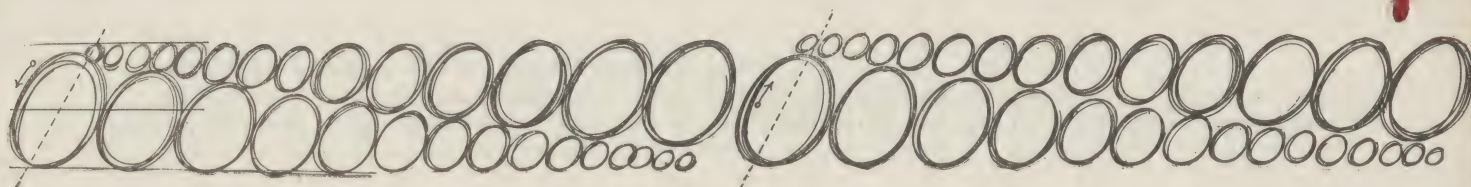
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- 8-10 Here we have a very valuable exercise, as it helps to tone down the movement for small writing. Divide the top line in the center, using a little check mark. Start the exercise large and gradually decrease. Then start in quite small and gradually increase. The latter half should be practiced in like manner, using the reverse motion. Count 6 for each oval and keep the count regular.

8-10



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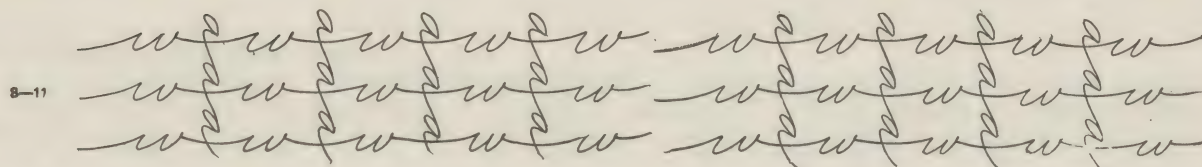
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- 8-11 Write three lines of the first half of Exercise 4, then begin your practice on small "w". After writing three or four lines of this letter, turn the paper and cross-hatch with the small "a". Use a free regular motion and watch spacing between letters.



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8-12

7	4	7
/	4	7
/	4	7
/	4	7
/	4	7
6	9	8
6	9	8
6	9	8
6	9	8
6	9	8
6	9	8
6	9	8
6	9	8
2	3	5
2	3	5
2	3	5
2	3	5
2	3	5
2	3	5
2	3	5
2	3	5
4	5	6
7	8	9
2	3	5
6	0	9
7	4	0

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8-13 Review Exercise 10. Practice the "r" separately, then joined in groups of three and five. Take up the "s" in like manner and keep the first stroke well curved. The "s" finishes with an up stroke. Additional word practice—runner, raisin, senses, surmise.

8-13

Or rrrr rover Os sss success

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- 8-14 Practice Exercise 1 and make sure that your movement is free and easy. Sentence practice requires a good movement. Watch spacing carefully between words, as well as in words and finish each word with an up stroke. See how well you can make the "O" and "C" at the close of the sentence, since they are review letters.

8-14

Do we use arm exerciser O C

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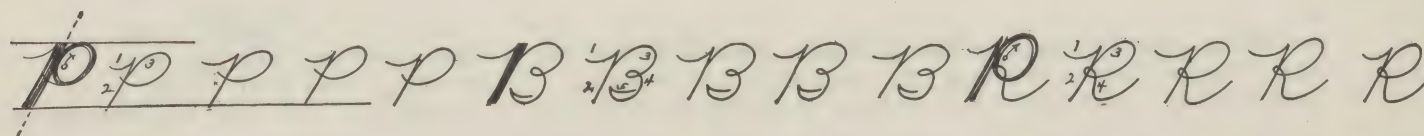
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- 8-15 Open the lesson with a line of the latter half of Exercise 2. Make the given exercise to a count of 6, and alternate with the capital "P", 3 counts for each letter. The time count is 45 a minute. Practice "B" and "R" in like manner. Count 5 for "B" and make about 35 a minute; 4 for "R" and 40 a minute. Use these capitals in word practice.

8-15



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8-16 Review the first half of Exercise 2, then take up the given exercise to a count of 6 for the oval and 8 for the push-pull. Practice the "t" joined and cross two "t's" with one straight stroke. The final "t" should be used only at the end of a word. Other words for practice—attic, attention, mount, intent.

8-16

O t tt tuition t t t toast

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8-17 Count 6 for the given oval and 8 for the push-pull. Review small "a" then take up the "d". Write the word without lifting the pen from the paper. Practice small "j", then continue your practice on small "p". The word "tiptop" is a good word for drill. Try the words potpie and picnic.

8-17

d dd discard p pp tiptop

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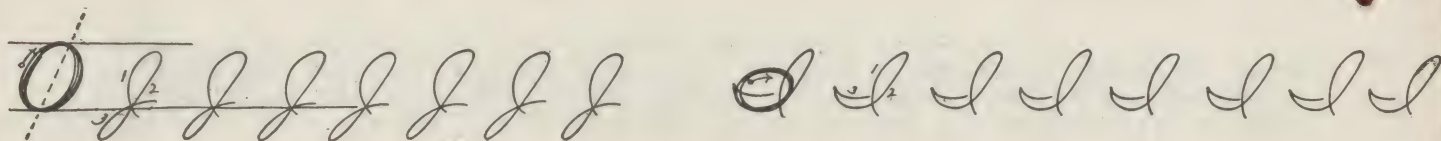
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8-18 Alternate the given oval with the "J". Count 6 for the oval and 3 for the "J". Notice the direction of the beginning stroke of this letter. Make at least 45 "J's" in one minute. Practice "I" in a similar manner. Start the "I" like the "J", a trifle below the base line, form the oval and make the boat-finish last. Use the same count and rate of speed as for "J". Practice these letters in words.

8-18



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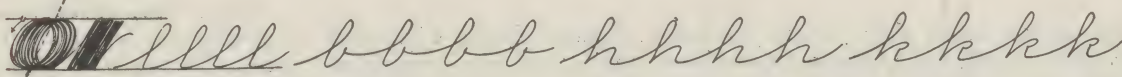
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8-19 Count 20 for the given oval and 8 for the push-pull. Review the small "i" then practice the "i" joined, keeping uniform slant in the down strokes. Review the "w" before practicing "b", and the "n" before the "h". Study the latter part of small "k". It is one of the difficult loop letters. Word practice—little, ribbon, bobbin, hither, hurrah, kink, thinker, banker.

8-19 

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8-20 Make sure your movement is just right, then write a page of this sentence, omitting every fourth line, and save for exhibition purposes. The more you write this sentence the better you will like it. When you learn to spell this word correctly you will know why some pupils make more progress than others.

8-20 *I think luck should be spelled Pluck.*

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8-21 Begin the lesson with the latter half of Exercise 2, then take up the given tracer to a count of 6 and alternate with the "N". Count 3 for "N" and make 45 a minute. Practice "M" in like manner. Count 4 for this letter and make about 40 a minute. Word practice—Nailing, Milling.

8-21

N N N N N N N N M M M M M M M

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8-22 Count 20 for the given oval, and 8 for the push-pull. Practice these letters joined, and use them in word practice. Review small "i" before taking up the "j". Practice small "a" before the "g"; small "n" before "y" and "z". You will notice that these letters are related in form and in movement. Word practice—joyous, gaining, gayly, wizard.

8-22

 *jjjj gggg yyyyy zzzz*

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8-23 Here we have another test on sentence practice. Keep the movement regular and watch the spacing between words. Write a half page of each sentence, then a whole page of the first sentence, omitting every fourth line, and file for a school exhibit.

Put thought into your practice. P B
8-23 Mary enjoyed visiting the zoo. R

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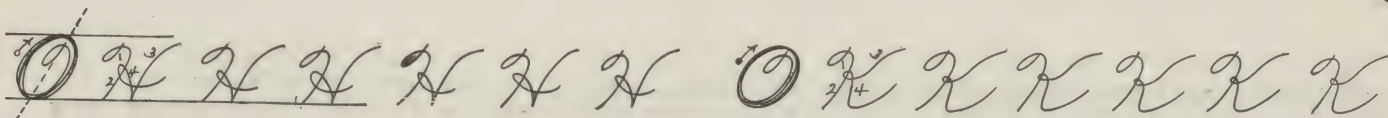
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8-24 Review the latter half of Exercise 10 for movement control. Count 6 for the given tracer and alternate with capital "H". Count 4 for "H" and make 35 to 40 a minute. Practice "K" in a similar manner, using the same count and rate of speed. Word practice—Howard, Kenneth.

8-24



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- 8-25 Review the "I" as given in Exercise 18, then write a page of this sentence, omitting every fourth line, sign your full name and file for future comparison. Every word finishes with an up stroke which curves to the right.

8-25

I can write rapidly and with ease.

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
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8-26 Count 6 for the given oval and 8 for the push-pull. Review the small "a" before beginning the "q". Join as given in the copy, then in groups of five. Review the "l", then practice on "f". This is perhaps the most difficult loop letter in the alphabet. The slant should be watched closely.

8-26

 q qq quires f ff ff fluffy

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8-27 In this copy we have the arrangement of a brief note. Write it rapidly, but at the same time see how neat you can keep your work. The correct spacing between words will add greatly to the appearance of your page.

8-27

Dear John,
Will you join our squad
on another hike tomorrow?

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8-28 Open the lesson with a line of the latter half of Exercise 3; then practice this sentence with a determination to master it. The sentiment expressed in this copy will help you along in the game of life. Write a page, omitting every fourth line and file for a school exhibit.

8-28

Don't be a quitter. Play the game.

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8-29 Review both parts of Exercise 10 for movement control. In this sentence you will notice all the letters of the alphabet. It is a good sentence to write in order to show your improvement. Write a page, skipping a line each time you write the complete copy. Sign your name and save for future comparison.

8-29 A quick brown fox jumps over the lazy dog.

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8-30 Test the writing movement, then start your practice on this copy. It is a fine sentence for study and practice. It would be a good motto for the week. Watch the slant of the loop letters and save some of your best work to show your parents. They are interested in your improvement.

8-30 *Making a life comes before making a living.*

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8-31

Q 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

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PHILADELPHIA

8-32 Make sure your movement is free and that you have correct position at the desk before beginning your practice on this sentence. Write it at least twice in a minute. Correct speed will keep all the nervous lines out of your writing. Write a half page, using every other line.

8-32 *We are considered rapid writers. No*

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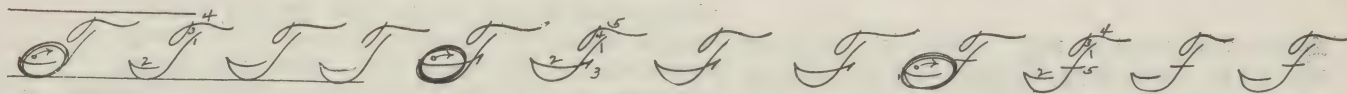
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8-33 Begin the lesson with the latter half of Exercise 2. Practice the given tracer to a count of 6 and alternate with the capital "T". Count 4 for "T" and make 35 to 40 a minute. Take up the "F" in like manner, counting 5 for the letter, and make about 35 a minute. The last style "F" is quite a favorite.

8-33



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- 8-34 Sentence practice requires a great deal of muscular control. Join the capital "T" and the small "h" in the first word. Use a strong, bold movement which will give your writing some character. Every word finishes with an up stroke which curves to the right. The student who really masters himself will have a strong personality.

8-34

The man who masters himself is free

HINTS TO PUPILS

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Do your best. Do it every time. Practice makes perfect.

Remember that good penmanship is a recommendation.

THE LAUREL BOOK COMPANY

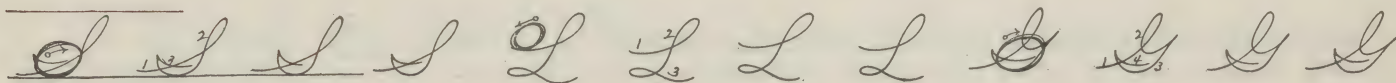
NEW YORK

CHICAGO

PHILADELPHIA

8-35 The latter half of Exercise 2 is the opening drill. Count 6 for the given tracer and alternate with the "S". Count 3 for the "S" and make 45 a minute. Practice "L" in like manner, using the same time count. The "G" is made to a count of 4 and about 40 a minute. Word practice—Spencer, Logan, Graham.

8-35



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CHICAGO

PHILADELPHIA

8-36 Good writing has been the stepping stone for thousands of girls and boys. It is one of the best investments. Write a page of this sentence, observing the general rules for good writing. Save some of your best work for comparison.

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8-36

Good writing pays dividends for life.

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PHILADELPHIA

8-37 Make the given tracer to a count of 6 and alternate the letter with the tracer. Count 3 for "V" and make at least 45 a minute. Take up the "U" and "Y" in like manner, only count 4 for "Y" and make about 40 a minute. Watch the lower loop in the "Y". The slant is quite difficult. Word practice—Van Dyke, Underwood, Young.

8-37



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PHILADELPHIA

- 8-38 Practice each copy separately. They are both good sentences for study and practice. Either sentence would be an excellent motto for the week. Which is your favorite? I like the second one. Observe the special points in sentence practice, then file some of your best work for future comparison.

Value the present moment. V U Y
Great men often work overtime. U

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PHILADELPHIA

8-39 Here we have both movements, the "over" and the "under". See if you can change from one to the other without lifting the pen from the paper. The five capitals which follow are the ones which we are emphasizing this year, therefore you should practice them often and also use them in word drills.

8-39

OO D I M L Y OO D I M L Y

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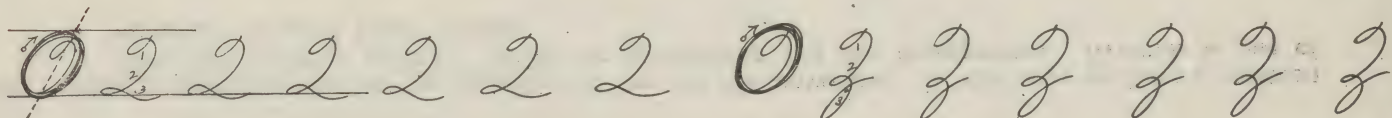
CHICAGO

PHILADELPHIA

8-40 The latter half of Exercise 10 is the opening drill. Practice the given tracer to a count of 6 and alternate with the "Q". Count 3 for this letter and make 45 a minute. Drill on "Z" in like manner, using the same count and the same rate of speed. Word practice—Quincy, Zeller.

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8-40



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CHICAGO

PHILADELPHIA

8-41 Select a good exercise for the opening drill to test the movement. In this copy we have a common form used in letter writing. Notice the punctuation and the arrangement. *Neatness* is one of essentials in good letter writing.

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8-41

Jonesville, Minn. _____ 19____
Date
Young & Jazier
Portland, Ore.

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PHILADELPHIA

8-42 Here we have another form, which is used when the street address is given. Watch the spacing very carefully. This is the way the address should appear on an envelope. Try a few addresses on unruled paper. It is quite difficult to write in straight lines without a base line, but we should be able to do it in order to address envelopes neatly.

Laurel Book Co.
623 So Wabash Ave.
Chicago, Illinois.

8-42

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PHILADELPHIA

8-43 In this copy you have the regular form of an ordinary bank check. The amount, however, should be written out to correspond with the amount which appears in figures. Complete the form and sign your name.

No. _____

Waukesha, Wis. _____ 19____

WAUKESHA NATIONAL BANK

8-43

PAY TO THE
ORDER OF

Hattie L. Bixler _____ \$25.05

HINTS TO PUPILS

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THE LAUREL BOOK COMPANY

NEW YORK

CHICAGO

PHILADELPHIA

8-44 This is an ordinary form of receipt which is given when one receives payment for a bill. It is a safe plan to get a receipt when you pay a bill. It may save you the trouble of paying the same bill twice. Watch the arrangement and the spacing.

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\$17.⁵⁰ Indianapolis, Ind. _____ 19____
Received of F. E. Duquoin and Co. _____
Seventeen and ⁵⁰/₁₀₀ _____ Dollars

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CHICAGO

PHILADELPHIA

8-45 Study the form of this promissory note. It is not quite complete. See if you can supply the necessary words to make it a good note. Neatness is a very important point in this work.

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\$22.47

Washington, D. C. _____ 19____
date

8-45

Sixty days after date I promise to pay to
the order of *Robert U. Loomis*

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CHICAGO

PHILADELPHIA

8-46 It is the custom to render a bill at the close of each month to all who may be indebted to us. These are in different forms. Acquaint yourself with several different forms.

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Lawrence, Kans. June 1, 19—
R. V. Swift Co.
TO. J. B. Zimm, DR.

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CHICAGO

PHILADELPHIA

8-47 A Bank Draft is different from a note or check. Can you describe a bank draft? If not, ask your teacher to explain all three. Complete this draft and watch arrangement. The little word *care* often spells *success*.

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National Bank of Commerce

8-47

PAY TO THE
ORDER OF

New York City, N. Y. _____ 19____
H. K. Gilbert _____ \$54.91

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CHICAGO

PHILADELPHIA

8-48 This is a very useful marking alphabet which you should memorize and be able to use at all times. It requires a coarse pen, good black ink, clear thinking, and a little practice. It is well worth your while to learn this alphabet.

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8-48
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z - 1 2 3 4 5 6 7 8 9 0

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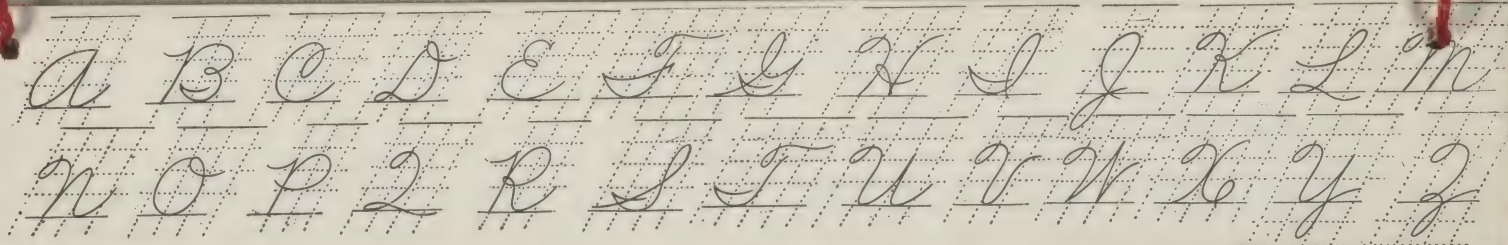
CHICAGO

PHILADELPHIA

8-49 This Capital Letter Chart is for form study and should be used as a reference table. You can get an idea of the standard letter-forms from this chart and settle any disputes which may occur from a misunderstanding regarding correct letter formation.

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8-49



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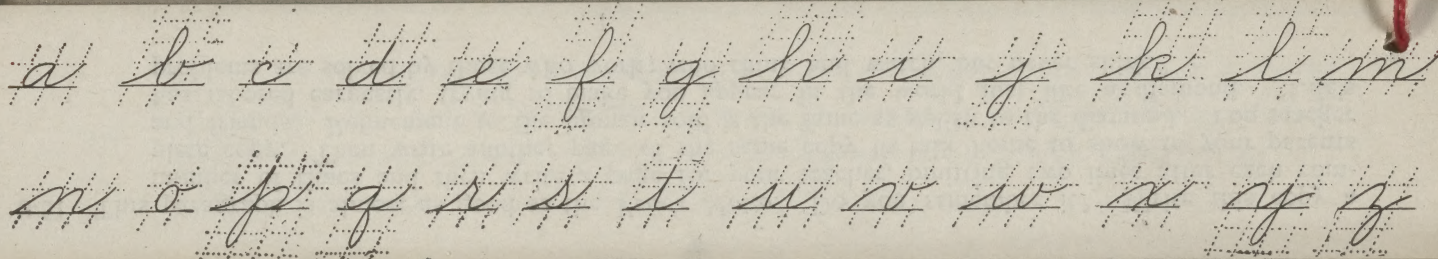
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8-50 The Small Letter Chart should be used in the same way as the Capital Letter Chart. Some pupils will say they know a good letter-form when they see it, but they will know it still better after they have analyzed it. Frequent use of these charts will help your progress in this important study.

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3-50

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PHILADELPHIA

8-51 This paragraph is almost as good as the *Year's Motto*. Do you remember it? Write this copy a number of times and then write a page for your teacher, omitting two lines after each complete copy. Then write another page of the same copy to take home to show to your parents and friends. Refinement to the human soul is the same as polish to the diamond. You teacher has labored earnestly, trying to make you appear in the world just like a diamond. "Life's problems are solved by those who work; who think and watch, but never shirk."

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8-51 *Good breeding has no fashions and never changes. Formulas may vary slightly but the essentials of refinement are the same everywhere and at all times.*



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